

**Division of Procurement
Bureau of Professional Services**

PS-14

PREQUALIFICATION FORM

FIRM

PREPARED BY

DATE

- ☐ **New**
☐ **Renewal**
☐ **Additional Discipline**



Section 1

Prequalification General Information Format

Firm's Name, Address, Contacts, and Organizational Structure

| | | | | |
|---------|--------------------------------------|---------------------------|-------|--|
| FIRM | ABC Engineers, Inc. | 24 hour Emergency Contact | Name | John Dear |
| Address | 123 Main Street Trenton, NJ 08625 | Federal ID Number | Phone | JDear@abceng.org |
| Phone | (609)555-1234 | DUNS NUMBER | | |
| FAX | (609)555-2222 | DUNS Address | | |

| | | | |
|-----------------|--|----------------|--|
| Prequal Contact | Jane Doe | CES Contact | James Trent |
| E-mail address | JDoe@abceng.org | E-mail address | JTrent@abceng.org |

| | | | |
|---|-----------|--|--|
| TYPE OF ORGANIZATION: CORPORATION <input checked="" type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> OTHER <input type="checkbox"/> | | | |
| If CORPORATION Complete the following: | | If PARTNERSHIP Complete the following: | |
| Date Incorporated | 1/1/90 | Date Organized | |
| State Incorporated | NJ | TYPE: GENERAL <input type="checkbox"/> LIMITED <input type="checkbox"/> OTHER <input type="checkbox"/> | |
| Year Authorized in NJ | 1986 | Name and Title of Partners | |
| President's Name | Paul Vica | | |

| | | | |
|---|---|-------------|---------|
| Principals of the Firm (Names and Title) | Paul Vica, President Mary Ann Grey, Vice President | | |
| CERTIFICATE OF AUTHORIZATION Issued by NJ Division of Consumer Affairs State Board of Professional Engineers and Land Surveyors | | | |
| Certificate Number | 12DA34567890 | Date Issued | 8/31/06 |

| | | | |
|--------------------------|---------|---------------------------------------|---------------------|
| Firm's Former Name(s) | N/A | Parent Company's Headquarters Address | |
| Present Branch Office(s) | Address | Phone | Person(s) in charge |
| | | FAX | |
| | Address | Phone | Person(s) in charge |
| | | FAX | |

| | | | | | | | | |
|--|-------|-----|----------|-----|---------|-----|------|------|
| Number of Professional/Technical Staff in the organization | In NJ | 195 | In Other | 400 | Current | 595 | Year | 2013 |
|--|-------|-----|----------|-----|---------|-----|------|------|

Section 2

Prequalification Discipline List Response Format

INSTRUCTIONS: In column A, indicate with an “X” all of the disciplines that your firm is requesting prequalification.

Certificate of authorization is not required for disciplines marked “E” under Exempt

❖ **PRIMARY DISCIPLINES:**

| A | Discipline CODE | DESCRIPTION | TYPES OF TECHNICAL/ PROFESSIONAL STAFF | Exempt from Cert. of Auth |
|---|-----------------|--|--|------------------------------------|
| | B-1 | Bridge Design – Non Movable Structures | Structural Engineers | |
| | B-4 | Bridge Design – Movable Structures | Structural, Mechanical, and Electrical Engineers | |
| | C-6 | Construction Inspection – Roadway / Bridge | Construction Managers or Civil Engineers | |
| | E-3 | Environmental Services | Environmental Specialists or Engineers or Planners | E |
| | E-4 | Environmental Permitting | Environmental Specialists, Engineers, or Planners | E |
| | G-2 | Geotechnical Design | Civil and Geotechnical Engineers | |
| | H-1 | Highway Design | Engineers | |
| | H-3 | Hydrology & Hydraulics | Hydrologists or Civil Engineers | |
| | I-1 | Bridge Inspection – Simple Bridges | Structural Engineers w/ NBIS | |
| | I-3 | Bridge Inspection – Movable Bridges | Structural Engineers w/ NBIS | |
| | I-5 | Bridge Inspection – Complex Bridges | Structural Engineers w/ NBIS | |
| | M-9 | Maritime Planning and Engineering Services | Engineers or Planners | |
| | S-1 | Surveying | Surveyors | |
| | T-1 | Traffic Engineering | Civil and Traffic Engineers | |
| | T-7 | Transportation Planning | Engineers or Planners | E |

- ❖ **PROJECT SPECIFIC DISCIPLINES: Disciplines that can be submitted only if NJDOT has a posting using those below and only if NJDOT is notified in writing of your intent to submit a Technical Proposal.**

| A | Discipline CODE | DESCRIPTION | TYPES OF TECHNICAL/ PROFESSIONAL STAFF | Exempt from Cert. of Auth |
|----------|------------------------|--|---|----------------------------------|
| | A-1 | Aerial Photography Surveys | Surveys or Photogrameterists | |
| | A-3 | Archaeology Services | Archaeologists | E |
| | A-5 | Asbestos Remediation | Environmental or Asbestos Safety Control Monitor | E |
| | A-6 | Aviation Services | Planner Aviation Economist | |
| | A-7 | Air Quality Analyses Requirements | Engineers or Planners | E |
| | C-1 | Claim/Litigation Support/Scheduling | Engineers or Designers, and Schedulers | E |
| | C-5 | Construction Inspection - Intelligent Transportation System (ITS) | Electrical and Traffic Engineers or Planners | |
| | C-7 | Contamination Screenings | Engineers or Environmental Specialists | E |
| | E-2 | Intelligent Transportation System (ITS) Facilities | Electrical and Traffic Engineers or Planners | |
| | E-5 | Environmental Physical Site Investigation | Environmental or Civil Engineers and Specialists | |
| | E-7 | Environmental Remedial Support | Environmental or Civil Engineers and Specialists | |
| | E-8 | Electrical Requirements | Electrical Engineers | |
| | G-1 | Geographical Information Systems | Surveyor, Systems Analyst, or Programmer | |
| | G-3 | Global Positioning Surveys | Surveyors or Civil Engineers | |
| | G-4 | Goods Movement | Planners | E |
| | H-2 | Historic Architectural Survey / Mitigation | Architectural Historians | E |
| | I-6 | Inspection of Dams | Engineers | |
| | L-1 | Landscape Architecture | Landscape Architects | |
| | M-1 | Market & Customer Research – Transportation | Planners | E |
| | M-6 | Prestressed/Precast Concrete Inspection | Prestressed Concrete Institute (PCI) Levels I, II, and III | |
| | M-7 | Inspection of Structural Steel and Welding | AWS/CWI with ASNT Level II or III | |
| | M-8 | Materials Inspection and Engineering | Project Manager | |

- ❖ **PROJECT SPECIFIC DISCIPLINES: Disciplines that can be submitted only if NJDOT has a posting using those below and only if NJDOT is notified in writing of your intent to submit a Technical Proposal.**

| A | Discipline CODE | DESCRIPTION | TYPES OF TECHNICAL/ PROFESSIONAL STAFF | Exempt from Cert. of Auth |
|----------|------------------------|---|---|----------------------------------|
| | N-1 | Noise Measurement and Analysis | Engineers or Planners | E |
| | P-2 | Pavement Management Systems | Civil Engineers, System Analysts, or Programmers | |
| | P-3 | Pedestrian and Bicycle Facilities | Engineers or Planners | |
| | P-4 | Public Involvement – Transportation Issues | Planners | E |
| | P-6 | Pavement Design | Engineers | |
| | R-2 | Right of Way-Services | Relocation and Acquisition Specialists | E |
| | S-2 | Subsurface Utility Engineering (SUE) | Engineers or Technicians | |
| | T-3 | Transportation Access Management | Engineers or Planners | |
| | T-4 | Transportation Data Collection | Planners or Technicians | E |
| | T-5 | Transportation Demand Modeling | Engineers or Planners | |
| | T-12 | Emergency Management Planning | Planners | |
| | U-2 | Utility Engineering | Civil, Structural, or Mechanical Engineers | |

Criteria for certain disciplines are unchanged from the PS-12, which may allow the firm to choose expedited renewal, ER, from the previously approved service level by proposing the same personnel and projects submitted successfully from the PS-12. Check Boxes are provided where expedited renewal is applicable, at which case Sections 4 and 5 need not be submitted with the PS-13 packet.

Disciplines with changes in staff and/or project(s) are not eligible for expedited renewal and require full resumes or project descriptions in Sections 4 and 5, respectively. New personnel or new project(s) must be accompanied by full resume(s) or project descriptions and submitted with the PS-13 packet.

Section 3

Prequalification Response Format

B-1 BRIDGE DESIGN – NON MOVABLE STRUCTURES

Consists of bridge design and preparation of construction plans and specifications for non-movable bridges in accordance with the NJDOT Design Manual and the Federal Highway Administration regulations.

Firm: ABC Engineers, Inc.

| Staff Requirements | INSTRUCTIONS: List staff that meet requirements highlighting qualifications, experience, and training certificates using format in Section 4.** | | | | | | | | |
|---|---|------|--------------------------|-------------|------|--------------------------|-------------|----------------------------|-------------------------------------|
| | Level A | | | Level B | | | Level C | | |
| | Staff Level | Name | ER | Staff Level | Name | ER | Staff Level | Name | ER |
| Project Manager a) PE w/ 8 years experience | N/A | | | 1 | 1. | <input type="checkbox"/> | 1 | 1. Linda Dane, P.E. | <input type="checkbox"/> |
| Bridge Engineer 1) PE w/ 2 years experience- Level A 2) PE w/ 4 years experience - Level B 3) PE w/ 6 years experience - Level C | 1 | 1. | <input type="checkbox"/> | 1 | 1. | <input type="checkbox"/> | 2 | 1. Johnathan Stoles, P.E. | <input checked="" type="checkbox"/> |
| | | | | | | | | 2. Elizabeth Stewart, P.E. | <input checked="" type="checkbox"/> |
| Drafting Technical 1)CADD & MicroStation w/2 years experience | 1 | 1. | | 1 | 1. | | 2 | 1. Brandon Johnson | <input checked="" type="checkbox"/> |
| | | | | | | | | 2. Atah Shah | <input checked="" type="checkbox"/> |

Section 3

Prequalification Response Format

B-1 BRIDGE DESIGN – NON MOVABLE STRUCTURES

Consists of bridge design and preparation of construction plans and specifications for non-movable bridges in accordance with the NJDOT Design Manual and the Federal Highway Administration regulations.

Firm: ABC Engineers, Inc.

| | | | | | | | | | |
|--------------------------------------|---|----|--------------------------|---|----|--------------------------|---|--------------------------|-------------------------------------|
| Designer 1) w/ 2 years experience | 1 | 1. | <input type="checkbox"/> | 3 | 1. | <input type="checkbox"/> | 5 | 1. Alan J. Johnson, P.E. | <input checked="" type="checkbox"/> |
| | | | | | | | | 2. John Smith, P.E. | <input type="checkbox"/> |
| | | | | | 2. | <input type="checkbox"/> | | 3. Laureen Mason, P.E. | <input checked="" type="checkbox"/> |
| | | | | | | | | 4. William Jones, P.E. | <input checked="" type="checkbox"/> |
| | | | | | 3. | <input type="checkbox"/> | | 5. Ashok Patel | <input checked="" type="checkbox"/> |

| Firm's Project Requirements | INSTRUCTIONS: List the titles of projects that meet requirements using the format in Section 5 to report the specifics of the listed projects. Projects must have been completed in the last <u>ten</u> years.** | | | | | | | | |
|-----------------------------|--|----|--------------------------|-----------------------|----|--------------------------|-----------------------|---|-------------------------------------|
| | Level A | | ER | Level B | | ER | Level C | | ER |
| | Two Projects Required | 1. | <input type="checkbox"/> | Two Projects Required | 1. | <input type="checkbox"/> | Two Projects Required | 1. Spruce Run Bridge Deck Replacement | <input checked="" type="checkbox"/> |
| | | 2. | <input type="checkbox"/> | | 2. | <input type="checkbox"/> | | 2. Route 78 over Route 202 – Bridge Replacement | <input type="checkbox"/> |

LEVEL A Bridge improvement/rehabilitation projects; i.e. deck replacement, superstructure replacement, etc.; new bridge design of single span structures, up to 60 feet long with no fracture critical details; includes multi-cell culverts and 100% complete (both Design and Construction).

LEVEL B Bridge rehabilitation projects, i.e. deck replacement, superstructure replacement, etc.; bridge widening; new bridge design of single or multiple span structures between 60 and 120 feet long, with / without fracture critical details; retaining walls; non-coffer-dammed pier substructures; bridges with integral abutments and 100% complete (both Design and Construction).

LEVEL C New bridge design of multiple span structures, longer than 120 feet; trusses, steel and concrete arches, cable stayed design regardless of span length; sloped leg steel structures; segmental bridges; cofferdams; post tensioned concrete girders; bridges with steel grid decks, and orthotropic steel decks 100% complete (both Design and Construction).

Section 4**Prequalification Key Staff as per Discipline Requirement Sheet**

INSTRUCTIONS: Make as many copies as necessary to complete the application

All Key Staff listed must be employed with your firm at the time of the application submission for qualification.

Nay changes in Key Staff must immediately be reported to Professional Services.

Note: Each Key Staff's experience should be highlighted/bolded monthly breakdown of experience directly related to the position, and obviously the total number of months should not exceed twelve (12) months per year.

| | | | |
|-----------------------------------|---|------------------------------------|-----------------|
| NAME: | Linda Dane | Proposed Title: | Project Manager |
| Education: | BS Civil Engineering, State University 1990 MS Structural Engineering, State University 1990 | Training: | |
| Professional Registration: | Professional Engineer, NJ R12321, 1997 | Membership and Affiliations | ASC |

SUMMARY OF EXPERIENCE

| Discipline Code(s) | Year | # of Months *see note above | Title | Project Description | Duties |
|---------------------------|-------------|--|-----------------|--|--|
| B-1 | 2015-2014 | 24 | Project Manager | <u>Route 2 – Bridge Replacement, NJDOT</u> | Project Manger for the replacement of the segmental Route 2 Bridge. Responsible for project deliveries, staff assignments, schedules, budget, community involvement, and final design of the bridge replacement. Also responsible for traffic analysis, wetlands delineation and preparation of NEPA documents consisting of Categorical Exclusion Documentation, and ecological assessments. The final design was in accordance with the NJDOT Procedures Manual |

| | | | | | |
|--------------|-----------|----|-----------------|---|---|
| | | | | | and used LRFD Code. |
| B-1 | 2013 | 12 | Project Manager | <u>Access Road Bridge, NJDOT</u> | Project Manager for the design and seismic analysis for the two (2) span Access Road Bridge. The design included deck and substructure repairs and the seismic analysis used 3D computer models to access the vulnerability of the structural components. Duties included supervision of the staff, schedules, and budget. |
| B-1 | 2012-2010 | 36 | Project Manager | <u>NJ Transit Bridges - Rehabilitation, NJDOT</u> | Project Manager for the rehabilitation of NJ Transit Bridges with work including deck repairs, resurfacing, and drainage improvements. |
| B-1 | 2009-2008 | 24 | Project Manager | <u>Route 49 Bridge Replacement, NJDOT</u> | Project Engineer for the replacement of the Route 49 Bridge with responsibilities including: the design of the replacement bridge, drainage improvements, and the design of overhead sign structures. Responsible for environmental documentation and community involvement. Design is in accordance with the AASHTO and NJDOT Procedures Manual |
| Total Months | | 96 | | | |

| | | | |
|-----------------------------------|---|------------------------------------|---------------------|
| NAME: | Brandon Johnson | Proposed Title: | Drafting Technician |
| Education: | BS Civil Engineering, State University 1987 | Training: | |
| Professional Registration: | N/A | Membership and Affiliations | |

SUMMARY OF EXPERIENCE

| Discipline Code(s) | Year | # of Months <i>*see note above</i> | Title | Project Description | Duties |
|---------------------|-----------|---------------------------------------|-----------|---|---|
| B-1 | 2015-2013 | 36 | CADD Tech | <u>Route 95 over Delaware River – Rehabilitation, NJDOT</u> | CADD Technician for the rehabilitation of the Route 95 bridge over the Delaware River. |
| B-1 | 2012-2010 | 36 | CADD Tech | <u>Parkway Overpass - Design/Build, NJDOT</u> | Responsible for the CADD & MicroStation drawings for preliminary design through the construction of the multi-span pre-stressed concrete bridge. The design used LRFD Code and is in accordance with FHWA regulations and the NJDOT Design Manual. |
| Total Months | | 72 | | | |

| | | | |
|-----------------------------------|---|------------------------------------|---------------------|
| NAME: | Atah Shah | Proposed Title: | Drafting Technician |
| Education: | BS Civil Engineering, State University 1999 | Training: | |
| Professional Registration: | N/A | Membership and Affiliations | ASCE |

SUMMARY OF EXPERIENCE

| Discipline Code(s) | Year | # of Months <i>*see note above</i> | Title | Project Description | Duties |
|---------------------|-----------|---------------------------------------|-----------|---|---|
| B-1 | 2015-2013 | 36 | CADD Tech | <u>Route 287 over Raritan River – Rehabilitation, NJDOT</u> | CADD Technician for the rehabilitation of the Route 287 bridge over the Raritan River. |
| B-1 | 2012-2010 | 36 | CADD Tech | <u>Parkway Overpass - Design/Build, NJDOT</u> | Responsible for the CADD & MircoStation drawings for preliminary design through the construction of the multi-span pre-stressed concrete bridge. The design used LRFD Code and is in accordance with FHWA regulations and the NJDOT Design Manual. |
| Total Months | | 72 | | | |

| | | | |
|-----------------------------------|---|------------------------------------|----------|
| NAME: | John Smith | Proposed Title: | Designer |
| Education: | BS Civil Engineering, State University 1990 | Training: | |
| Professional Registration: | Professional Engineer, NJ R12345, 1995 | Membership and Affiliations | ASCE |

SUMMARY OF EXPERIENCE

| Discipline Code(s) | Year | # of Months <i>*see note above</i> | Title | Project Description | Duties |
|--------------------|------|---------------------------------------|----------|--|---|
| B-1 | 2015 | 6 | Designer | <u>Scotch Road over Route 295 – Bridge Replacement</u> | Designed plans for the replacement of the preliminary and final design of the multi-span, pre-stressed concrete structure, which included the complete replacement of the bridge deck and approaches, rehabilitation of the sub and super structures as well as the retaining walls. All work was in accordance with the NJDOT Design Manual. |

| | | | | | |
|-----|-----------|----|-----------------|---|---|
| B-1 | 2014-2012 | 36 | Bridge Designer | <u>Route 206 over County Line Road, NJDOT</u> | Bridge Designer responsible for the simple span replacement of the Route 206 bridge. Special consideration was taken into account for the heavy daily truck traffic. The design used LRFD Code and is in accordance with the NJDOT Procedures Manual. |
|-----|-----------|----|-----------------|---|---|

| Discipline Code(s) | Year | # of Months *see note above | Title | Project Description | Duties |
|--------------------|-----------|--------------------------------|-----------------|--|--|
| B-1 | 2011-2008 | 36 | Bridge Designer | <u>Route 195 and Route 295 Interchange Improvements, NJDOT</u> | As the Bridge Designer, responsibilities included designing plans for the improvement of the Route 195 and Route 295 Interchange, which involved ramps, approaching roadways, retaining walls, and drainage systems. All work is in accordance with the NJDOT Design Manual. |
| B-1 | | 6 | Designer | <u>Route 1&9T – Roadway Improvement, NJDOT</u> | Bridge Designer was responsible for the rehabilitation of the Route 1&9T roadway including: milling and repaving, severe deck patching, and rebuilding curbs; while maintaining steady traffic flow. |
| B-1 | 2007 | 12 | Designer | <u>Route 9 over the Passaic – Deck Rehabilitation, NJDOT</u> | Designed the rehabilitation for multi-span, multi-lane bridge over the Passaic. Same as above. |
| Total Months | | 96 | | | |

Section 5**Prequalification Project Detail Response Format****FIRM'S ACTIVE AND/OR COMPLETED PROJECT'S AS PER DISCIPLINE REQUIREMENT SHEET**

INSTRUCTIONS: Make as many copies as necessary to complete the application

Provide detailed information and description of the type of work to support the requested discipline(s) for prequalification

“Consultant Fee” is the amount received for professional services, including construction inspection.

| Discipline Code(s) | PRIME OR SUB | Detailed Project Description of Tasks Performed with proper Equipment Used (If required, please also include the Firm's Project Requirements.) | Location (City and State) | Client Two Contacts (Name and Phone) | Consultant Fee | Completion Status | | | |
|--------------------|--------------|---|---------------------------|--|----------------|-------------------|-----|--------------|-----|
| | | | | | | Design | | Construction | |
| | | | | | | Year | % | Year | % |
| B-1 | PRIME | <u>Route 78 over Route 202 – Bridge Replacement</u> ABC Engineers, Inc. was responsible for the preliminary and final design of the multi-span concrete Route 78 over Route 202 Bridge Replacement. Each span, varying in length from 186 to 237 feet, were designed using the Code. The design also included drainage, major utility relocations, and a moderate amount of residential ROW takings. Environmental permits were an issue due to wetlands. All project work was done in compliance with the NJDOT Bridge Design Manual and designs completed with CADD MicroStation. | Trenton, NJ | Benjamin Bailey (215)555-6161 Zach Zooley (201)555-2323 | \$4,253,000.00 | 2010 | 100 | 2013 | 100 |

Section 6

Certifications

INSTRUCTIONS: Attach the documentation required below.

- **New Jersey Certificate of Authorization**

- Firms submitting for only discipline(s) marked “E” in Section 2 are exempt.
- Firms that are P.C.’s, P.A.’s, or L.L.P’s are exempt.

- **Certified Payroll**

- Complete and attach the [Certified Payroll for Prequalification](#) form for all staff members that appear on the prequalification submission. Failure to do so will deem the prequalification incomplete.

Section 7

Prequalification Debarment Clause Response Format

INSTRUCTIONS: Answer each question by putting an “X” in the either yes or no box and provide any necessary additional information to support your answers.

| | | |
|--|-------------------------------------|--------------------------|
| Has your firm ever failed to complete any awarded work? If so, where and why? | NO | YES |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|-------------------------------------|--------------------------|
| Has any officer or partner of your organization ever failed to complete a contract handled in his own name? If so, state name of individual, name of owner, location and type of project, and reason for the failure to complete. | NO | YES |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|-------------------------------------|--------------------------|
| Has this organization, its parent or subsidiary ever been suspended or debarred by this state or any other state or the federal government? If yes, provide complete details, including when, where, and why. | NO | YES |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | |
|--|-------------------------------------|--------------------------|
| Has any owner, stockholder, officer, partner, or employee of this organization been suspended or debarred from doing business by this state or any other state or federal government? If yes, provide complete details including, when, where, and why. | NO | YES |
| | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 8**Prequalification Certification and Notarization Response Format****CERTIFICATION**

I hereby certify that the foregoing information and any attachments there to, are true, accurate and consistent with the records maintained by the individual, partnership or corporation submitting this Prequalification Package. I acknowledge that the New Jersey Department of Transportation is relying on the information contained herein, and I am aware that any willfully false statement or misrepresentation may subject me and/or my firm to criminal penalties.

Jane Doe

(Typed Name)

Jane Doe

(Signature)

1/1/12

(Date)

Marketing Coordinator

(Title)

The above individual(s) came before me in the capacity of

and signed this certification.

Notary Attest

My commission expires

Place Seal
Here